

municipal building would house all of the administrative functions as well as both the fire and police departments.

Administrative Section

The administrative portion of the building should have a private office for the city manager with a reception area for the secretary's station with desk and files as well as space for waiting visitors. There should be a private office for each of the staff personnel and a large room for the secretaries and clerical help, the number of which is outlined in the administration section of this report. There should be a large, readily accessible storage area for records and supplies. This record room should be adjacent to the room where the secretaries desks are located. There should be one room devoted to an area for computers and other technical machinery that will be needed as the community grows. This room could also be used for other miscellaneous purposes.

A large room capable of seating at least one hundred persons with portable partitions so that it can be divided into several sections for multiple activities at the same time should be provided. This room would be used for many functions such as council meetings, planning board meetings, civic club meetings, municipal court, public entertainment activities, etc. It could become the center of governmental, civic and cultural activities within the community.

All offices and functions should be separated from each other so that their separate activities do not interfere with each other, yet allowing for communication and easy access between each function.

Fire Department

Selma's fire department will need space to house the equipment recommended in the fire department section of this report. There should be enough room to house each of the department's vehicles plus an additional space for a future vehicle. There should be room for storage of miscellaneous equipment and for drying of fire hose. There should be an area for sleeping quarters of the full time firemen and there should be kitchen and laundry facilities for the use of the members of the department. There should be office space for the chief and other business activities of the department, a room for storage of files, valuable small equipment, etc. The office space should also be provided with an area for radio equipment and alarm system. This room may be used in conjunction with the police department's radio activities.